

# Sally Spartan

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## EDUCATION:

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### The University of Tampa

Bachelor of Science - Accounting

Cumulative GPA 3.89/4.0 (while working 21+ hours a week)

Tampa, FL

Graduation Date: 5/2021

## EXPERIENCE:

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### Raymond James Financial

Operational Risk & Privacy Intern

Tampa, FL

11/2020 – Present

- Identify potential fraudulent patterns, where the user is journaling cash or stock repeatedly to or from the same client account. Escalate to their appropriate manager the activity and follow necessary procedures.
- Collect, aggregate, and report to managers all journal activity exceptions based on the prohibited accounts rules for each department.
- Gather operational loss data collected firm-wide following quarter end. Perform Root Cause Analyses on any loss over \$100k.
- Collect Risk Control Self-Assessment surveys (RCSA) quarterly for 26 divisions throughout the firm to capture risk changes within each division which is included in the Enterprise Risk Management Report.
- Assist in integrating the production of MetricStream, a governance, risk, and compliance (GRC) tool that will automate and integrate our programs, measure, monitor, report, and facilitate analyses.
- Make updates/enhancements to flowcharts, matrices, reports, and procedures for the department.

### The University of Tampa Vaughn Information Desk

Student Coordinator - Head Information Desk Assistant

Tampa, FL

12/2018 – 5/2020

- Oversaw 24 information desk assistants and properly ensured they accurately handled and managed doing the loan key system, lost and found, and receipt and delivery of packages.
- Acted as a liaison between the supervisor and team. Made sure that the team and supervisor understood each other's needs, communication, and wants in improving the Vaughn Information Desk.
- Conducted bi-weekly meetings with the team of information desk assistants to discuss any updates and answer any questions or concerns.
- Assisted the team in the duties of a desk assistant when needed.

### The University of Tampa Vaughn Information Desk

Information Desk Assistant

Tampa, FL

1/2018 – 12/2018

- Oversaw the loan key system and Law Abiding Students Ever Ready (L.A.S.E.R) service, handled lost and found items, managed emails that were sent to students, served as point of contact for receipt and delivery of packages, and opened and closed information desk.
- Provided guidance to students, professors, parents, and guests with answers and information to their questions.

## LEADERSHIP, INVOLVEMENT, AND COMMUNITY SERVICE:

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|---------------------------|-------------------------|-------------------------|
| Beta Alpha Psi            | Member/Internal Auditor | August 2020 – Present   |
| Beta Gamma Sigma          | Member                  | Spring 2019 - Present   |
| INROADS                   | Member                  | November 2018 - Present |
| Feeding America – Tampa   | Volunteer               | July & August 2019      |
| Lead Desk Assistant       | Campus Leader           | August 2018 – May 2020  |
| INROADS Learning Summit   | Recipient               | June 2019               |
| Give Kids the World       | Volunteer               | Spring 2018             |
| Relay for Life            | Volunteer               | Spring 2018             |
| Social Science Note taker | Campus Volunteer        | January 2016 – May 2016 |

## TECHNOLOGY SKILLS:

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Intermediate knowledge of Microsoft Office PowerPoint, Excel, Word, Outlook, InfoPath, Visio, Access, SharePoint